Southern Ontario Library Service

SIGNAL online

Archives

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1. SOLS SERVICES –

Services during the December holiday period

SOLS offices will be closed from noon on **Monday, December 24, 2007** until the morning of Wednesday, January 2, 2007. SOLS' delivery service will also be closed during the same period.

On Monday, December 24th, the delivery routes will operate on a modified schedule, based on the number of libraries which are open and closed. A schedule for that day is posted on the SOLS website.

As a significant number of interlibrary loan departments ask to be suspended from the VDX rota over the holiday period, SOLS staff have configured Docfind to stop moving ALL requests on to the next location over the Christmas/New Year week. This year, the system-wide rota suspension will run from Friday, December 21, 2007 to Wednesday, January 2, 2008. During this period, if a request is at a location that is not staffed, it will move on to the next location on January 2nd. If requests are made during this period, the request will go to the first location in the rota and sit there until January 2nd, however, if a library does apply an 'Answer Unsupplied' during that period, it will go on to the next location in the rota.

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2. SALARY SURVEY QUESTIONNAIRE –

Deadline extended to Wednesday, January 2, 2008

In the spring of 2003, SOLS conducted a comprehensive salary survey for library CEOs in southern Ontario. Over the next few weeks, SOLS is undertaking another survey to update the earlier CEO salary information. A concerted effort has been made to keep the questionnaire brief, clear and easy to complete. The online questionnaire is available on SOLS website. Please complete the online questionnaire by the deadline of **January 2, 2008**.

The results of the survey will be made available to all libraries and will be posted on SOLS' website. We expect to have the report available by the end of February next year. Salaries will be aggregated in the published report so that the identities of the libraries supplying the data will not be linked to specific libraries. Only SOLS staff engaged in the project will have access to the completed questionnaires.

Any questions about the questionnaire or the salary survey can be directed to Miriam Irwin, the project leader, by telephone at (416) 961-1669 extension 5145, fax at (416) 961-5122 or e-mail at mirwin@sols.org .

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3. SOLS RECEPTION AT OLA CONFERENCE –

to be held on Thursday, January 31, 2008

SOLS is hosting a reception at the OLA conference again this year. Over 130 people attended last year's reception, including the Deputy Minister of Culture and the CEO of the Ontario Trillium Foundation. This year's reception is scheduled for Thursday, January 31, 2008 in the Caledon Room of the Intercontinental Hotel (attached to the conference centre) from noon to 1:00 p.m. SOLS looks forward to welcoming trustees and staff from our client libraries.

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4. INFO DATABASE –

Deadline for electronic file upload Sunday, February 10, 2008

The schedule and instructions for sending their output for inclusion in the next INFO union catalogue were distributed on December 3, 2007 via the SOLSCEO list and the SOLS INFO Administrator's list.

This year, there is a new vendor for this catalogue and submission procedures have been adjusted accordingly. Instead of an FTP transmission, there is now a simple-to-use HTTP file upload application. It is important to consult the most current set of submission instructions which have been posted on the SOLS website. Please do **not** use instructions that you may have printed out in previous years, and do not attempt to FTP the files or to send tapes, CDs or DVDs to Reference Press.

The timelines for this year are:

- Wednesday, January 23, 2008 - Last date for libraries to ship physical output by SOLS vans to SOLS Toronto office
- Wednesday, January 30, 2008 - Submission Deadline #1 (physical output)
- Sunday, February 10, 2008 - Submission Deadline #2 (for electronic file upload)
- Wednesday, March 12, 2008 - Database processing completed by OCLC PICA
- Sunday, March 16, 2008 - Database indexed and available for testing
- Monday, March 31, 2008 - New INFO database available to users in VDX

Please note that libraries that provide access in VDX to their holdings via Z39.50 will not need to submit their bibliographic records for the INFO union catalogue. This submission only applies to those libraries whose records are not available through Z39.50.

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5. COOL – CONSORTIUM OF ONTARIO LIBRARIES

COOL continues to offer products in 2008. COOL, a buying group for electronic web-based journals, magazines, ebooks and other products, was first established in 1998 when the group negotiated deals on four different electronic products. Since that time, many, many products and services have been offered to libraries through COOL. While libraries will have free access to a series of databases and products from Thomson Gale and Ebsco through the Knowledge Ontario project, COOL will continue to offer consortium purchasing for other electronic products and services.

In early December, information was distributed to all SOLSCEOs regarding an offer for the ***Canadian Almanac & Directory and Canadian INFO Desk***. The deadline for subscribing was Wednesday December 12, 2007.

For further details on products and subscriptions available through COOL, or for trial access, please contact Brenda Lewis, Information Services Representative, at the SOLS Toronto office by telephone at 416-961-1669, ext. 5130, or 1- 800-387-5765, ext. 5130 or by e-mail at blewis@sols.org .

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6. CHARITABLE/CONSORTIA PURCHASING AGREEMENTS (CPA)

SOLS negotiates **charitable/consortia purchasing agreements** (CPAs) on behalf of SOLS libraries. CPAs are 'economies of scale' pricing for the purchase or lease of a range of goods and services.

Earlier this year, SOLS arranged a CPA with Brodart, which runs from July 2007 until September 2008. This CPA was developed after approaching various library supply vendors to provide Ontario public libraries with consortia-based pricing for library supplies and furniture. During the month of December, Brodart will be offering some additional discounts for Brodart products using the "SOLS07 agreement" including:

- 20% off on all products in the Brodart Catalogue, excluding securities.
- Security Strips and tattle tapes will be 15% off catalogue price (page 236 of the Brodart catalogue).

Please remember that these discounts are only available for the month of December and customers **MUST** use the SOLS07 code to receive the discount. For more information on the Brodart agreement, please refer to the SOLS website.

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7. RESOURCE DEVELOPMENT - YEAR-END CONSIDERATIONS

Amidst the busyness of the holiday season, those of us in the charitable sector are also hectic with end of year business.

As is often the case when working with 'deadline driven' people, you may find yourself processing a flood of last-minute donations for 2007. It can become complicated with the statutory holidays and hours of business, but if the cheque is dated on or before December 31st, the intent of the donor is that the donation be considered for that tax year, regardless of when the cheque is received – within reason. I would suggest that if the donation is received within the first week of January, and it is dated for the previous year, it is the intent of the donor to have it considered as a donation for the year as dated.

Preparing thank you letters and charitable receipts for tax purposes should happen in the first two months of the year – unless you do them on an ongoing basis and you are up to date. Certainly end-of-year tallies for pledges and last minute donations should be accounted for by mid-February. There is no deadline stipulated by Canada Revenue Agency for this, but two factors are at play: firstly, donors need their receipts in good time to file their personal taxes, and secondly, the library needs to wrap up year end information for its charitable return.

Take some time in composing your cover letter for charitable receipts. It is a good opportunity to communicate to donors and a chance to make the thank you meaningful. Donors like to hear how their gifts have been used, or how the library intends to use the funds. So, along with saying thank you, tell your supporters how their donation helped the library, and who benefited from their generosity. Find a good human interest story for your thank you letter – a comment from a parent about their child's improved reading ability, a teen's comment on the great resources available at the library. These help bring the library to life in a way standard prose cannot.

This time of year is also a good time for running reports evaluating your 2007 donations program, and setting goals for 2008. There are some obvious ways to measure your success in 2007: number of donations, dollars raised, any increases over previous years. But there might be some other interesting stories that your statistics can tell: Is the average gift holding year over year? Are you losing donors or gaining donors? What program might you consider to acquire new donors? Are you treating all donors the same way, or thanking donors of larger amounts in a more personal way? Do you have a core of loyal donors who have given to you every time you've asked them – and what do you know about them?

We will take a closer look at fundraising program audits in January, and provide some resources to assist with this.

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8. ANCIENT THUNDER HONOURED BY FIRST NATION COMMUNITIES READ PROGRAM

In early December, the First Nation Communities Read (FNCR) program announced *Ancient Thunder* as the book Ontario's First Nation public librarians were honouring this year. *Ancient Thunder*, written and illustrated by Leo Yerxa and published by Groundwood Books, is a visionary book celebrating wild horses and the natural world of the prairies.

FNCR encourages family literacy and intergenerational storytelling, and promotes the publication, sharing and understanding of aboriginal voices and experiences. To assist all libraries in promoting First Nations Communities Read, copies of the poster celebrating the winning title as well as all the nominated titles were distributed in December. Libraries are invited to celebrate FNCR by promoting the reading of Aboriginal literature through various programming, and by participating in First Nations Public Library Week, February 11-16, 2008.

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9. SOLS TRAINING WORKSHOPS FOR SPRING 2008

At this time of year, SOLS is busy planning for the spring program of workshops. These workshops provide opportunities for public service staff, managers and CEOs to update their knowledge, learn new skills, share ideas with the staff of neighbouring libraries and improve library service to the community.

Topics for the spring include mystery collection development and readers' advisory presented by well known author Mary Jane Maffini; grant research and writing presented by SOLS' funding development consultant Rob Lavery; staff succession planning with Rebecca Jones; and website design and management for service delivery. We are also working with Toronto Public library staff on summer reading orientation workshops. The training brochure will be distributed to libraries in February and at the same time will be posted on the workshop page of the SOLS website. The workshops will be scheduled through April, May and June.

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10. EXCEL PROGRAM –

Registration deadline is Friday, January 4, 2008

Registration for the Winter 2008 semester for EXCEL began Thursday, November 1, 2007. The registration deadline, with no exceptions, will be 5 pm on **Friday, January 4, 2008**. The semester will actually begin during the week of **January 28, 2008**.

The following courses will be offered in **English** for the Winter 2008 semester:

1. Introduction to Public Libraries
7. Collection Development for Children
8. Collection Development for Young Adults
9. Collection Development for Adults & Special Groups
11. Communication Skills
12. Collection Organization
16. Professional Development
17. Electronic Information Sources - **revised**
20. Programming **(new course)**

Note: *E5-Library Marketing will not be offered in Winter 2008 but a new revised edition will be offered in the Summer semester 2008.*

The following courses will be offered in **French** for the Winter 2008 semester:

1. Introduction aux bibliothèques publiques
4. Services de référence et d'information
13. Le prêt - **révisé**
16. Formation professionnelle
17. Ressources d'information électroniques - **révisé**

The online registration form is posted in the EXCEL section of the SOLS website.

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11. TD SUMMER READING PROGRAM –

Deadline for ordering is Monday, January 21, 2008

Get ready to have children rolling down the book aisles laughing next summer because the theme that received the most votes for the 2008 TD Summer Reading Club is Humour. Be on the alert for fun books, stories and poems, hilarious jokes to tickle the funny bone, games that result in side-splitting, rib-tickling fun, brain teasers, tongue

twisters, and knock-knocks that will have children roaring with laughter. There's to be loads of fun! The title in English is **Laugh Out Loud**, and in French, it's **Lire aux larmes**.

A copy of the order form is posted on the SOLS website. Please be sure to read the entire form carefully, as there are some terms of use to which you must agree if you wish to participate in the program. These are the same as in previous years, but may be new to some and it's worth the read. The deadline for ordering is **Monday, January 21, 2008**.

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12. SOLS CEO LISTSERV

SOLS maintains a list of all the e-mail addresses for SOLS CEOs. It is this list that is used to distribute Signal. Several times through the month, you may also receive other messages from SOLS. This month, these messages were distributed through the SOLSCEO list:

- On December 3rd, Brenda Lewis sent out an e-mail regarding the Canadian Almanac & Directory and Canadian INFO Desk. The deadline for subscribing was **Wednesday December 12, 2007**. If you would like further information on this offer, please contact Brenda Lewis at blewis@sols.org
- On December 3rd, Brenda Lewis sent a copy of a message which had already gone out to the SOLS INFO Administrators. She provided information on the submission of bibliographic databases to INFO which is also copied earlier in this issue of Signal.
- On December 11th, Barbara Franchetto forwarded a message from OLS-North regarding the Alpha Plus Literacy Pool. This pool will consist of English adult books only made up of non-fiction and educational material such as math and spelling. For more information on the future of Alpha Plus and how the materials were distributed, please consult the Alpha Plus Blog locations.
- On December 13th, Sue Walls forwarded an announcement regarding the appointment of Margaret Mau as the Chief Executive Officer and head librarian for the Pembroke Public Library, as well as a message on behalf of the Oakville Public Library to announce the appointment of Lori Sims as the new CEO, effective January 1, 2008.

If you did not receive these messages, and would like further information, please contact the SOLS HelpDesk at 1-800-387-5765, extension 4, or by e-mail to helpdesk@sols.org.

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